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March 4, 2024

Laurie Ortolano  
41 Berkeley Street  
Nashua, NH 03064

*Via email only to [laurieortolano@gmail.com](mailto:laurieortolano@gmail.com)*

RE: Right-to-Know (“RTK”) request dated Friday, February 23, 2024, 11:28 PM:

Dear Ms. Ortolano,

The Office of Corporation Counsel (“OCC”) is in receipt of your email dated Friday, February 23, 2024, sent at 11:12 PM and received the next business day of Monday, February 26, 2024, directed to Attorney Leonard, Attorney Bolton, Mr. Perrin and Ms. Graham. This correspondence serves as a response for all. You requested the following:

**Request [1]**

“I am seeking records under RSA 91-A for any memorandums or communications from the legal office or Mr. Perrin to Donna Graham to provide in the Board of Aldermen Packages that inform the Board of Right-to-Know practices, policies or procedures or an update on what is being changed or done to improve the process.

**Response to [1]**

After a reasonable search, no responsive records were located.

**Request [2]**

“I am also seeking information or links to the website for changes made to the Right-to-Know process. I am aware of the contact emails now provided for the Boards/Committees of the City. This is the link I am referring to: <https://www.nashuanh.gov/513/Boards-Commissions>”

**Response to [2]**

RSA 91-A does not require that the City answer questions, create governmental records to respond to a document request or compile information in a form in which it is not already kept or reported by the City. RSA 91-A:4, VII.

After a reasonable search, no responsive records were located.

Further, the city's website can be accessed by the public at [Nashua, NH | Official Website \(nashuanh.gov\)](https://nashuanh.gov). Accordingly, any responsive "links" would already be publicly available to you to search and inspect.

**Request [3]**

"Please provide me with links to any other areas of the website where improvements were made and please provide me with any communications that notify the public of these improvements."

**Response to [3]**

RSA 91-A does not require that the City answer questions, create governmental records to respond to a document request or compile information in a form in which it is not already kept or reported by the City. RSA 91-A:4, VII.

After a reasonable search, no responsive records were located.

Further, the city's website can be accessed by the public at [Nashua, NH | Official Website \(nashuanh.gov\)](https://nashuanh.gov). Accordingly, any responsive "links" would already be publicly available to you to search and inspect.

With this letter, these requests are considered satisfied.

Sincerely,

The Office of Corporation Counsel  
By: /s/Celia K. Leonard  
Celia K. Leonard, Esq.  
Deputy Corporation Counsel

cc: File #2024-132-OCC  
Ms. Graham  
Mr. Perrin  
Mr. Miseirvitch